

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Laundry Worker****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Processes and distributes laundry in a juvenile detention, residential or non-residential facility. May perform other duties as assigned.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Processes large amounts of laundry by delivering and picking it up, and separating, washing, drying, folding, and distributing.
2	M	May perform other duties by cleaning, dusting and taking out the trash.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read directions for chemical use and labels for linen care, machine operation guide or manual, general correspondence or memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write labels for laundry to be delivered to units.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Folding laundry
Sitting	O	While linens are washing or drying
Walking	F	Laundry delivery
Lifting	C	Lifting clothes into washer or dryer
Carrying	O	Clothes, detergents, washing supplies, baskets
Pushing/Pulling	O	Baskets to washer or dryer, machine doors
Reaching	O	Setting temperature on machines
Handling	C	Laundry, baskets, detergents, washing supplies
Fine Dexterity	C	Folding laundry
Kneeling	R	Picking up laundry
Crouching	N	
Crawling	N	
Bending	O	While separating linens, loading and unloading machines
Twisting	O	While separating linens, loading and unloading machines
Climbing	N	
Balancing	N	
Vision	C	Separating linens, use of commercial washer and dryers, monitoring clothes in dryers, folding and hanging clothes and linens
Hearing	C	Commercial washer and dryers, co-workers, supervisor, meetings
Talking	C	Co-workers, supervisor, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Commercial washer, commercial dryer, laundry detergents and cleaning chemicals, baskets, hangers

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	D	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Laundry room in Juvenile Detention Facility

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)